



# **OSMANIA UNIVERSITY**

## **OUCET-2014**

**Osmania University Common Entrance Test**

# **ONLINE USER**

# **MANUAL**

# Procedure for Online Application Submission

## Step 1: Registration

i) New registration for submission of online application form can be made by visiting the website [www.ouadmissions.com](http://www.ouadmissions.com) or [www.osmania.ac.in](http://www.osmania.ac.in). Use Internet Explorer 6 or above / Google Chrome browser to enter the above given web address. The OUCET-2014 web page will be displayed as shown below.

**Note: Before online registration candidate should be ready with the following information:**

1. Name of the candidate
2. Date of Birth as per SSC Certificate
3. SSC hall Ticket number
4. SSC Month and Year of Passing
5. Number of test intending to appear
6. Mobile Number
7. E-mail ID



The screenshot shows the OUCET-2014 Home Page. At the top, there is a header with the Osmania University logo and the text "OUCET-2014", "OSMANIA UNIVERSITY COMMON ENTRANCE TEST", and "OSMANIA UNIVERSITY". Below this is a navigation bar with the text "Directorate of Admissions" and a menu with links: Home, About Us, Online User Guide, Course & Eligibility, Test Patterns, General Rules & Regulations, Contact Us, and Apply Online. The main content area is divided into two columns. The left column contains a section titled "Important Links" with a list of links: Notification / Fee Particulars, Important Dates, Examination Schedule, Instructions to the Candidate, List of Entrance Test Subjects, Test Syllabi, Information Brochure, Frequently Asked Questions, Model OMR Sheet, and Demo Application Form. The right column contains a section titled "Date of Examinations" with the text "Commencing of entrance tests (tentatively) from 30-05-2014". In the center of the page, there is a registration and login section. It features a red oval highlighting the text "New Applicant, Register here". Below this, there is a section titled "Login, If Already registered" with fields for "Registration ID \*" and "Password \*". The "Registration ID \*" field has a placeholder text "Eg.: OUREG20005" and a label "Enter Registration-ID sent to your Mobile/ Email". The "Password \*" field has a label "Enter your password". There is a "Login" button and a link "Forgot Registration ID or Password?".

Figure 1. Home Page of OUCET-2014

ii) Click “New Applicant- Register Here” shown in red encircle in figure 1. A new webpage for selecting mode of fee payment will be displayed as shown in figure 2.

## Step 2: Fee Payment

Select the appropriate fee payment mode in the figure 2 at the encircled portion as per your convenience.

The following example shows the sample data to be selected /entered in the “**Registration Form**” page with the details entered. Click on the encircled button “**Register**”.

i)

The screenshot displays a web form titled "Registration Form". At the top, a section titled "Select the Fee Payment Mode" is highlighted with a red oval. It contains three radio buttons: "Credit / Debit card" (selected), "APOnline", and "Net banking". Below this, the form fields are filled with sample data: "Name of the Candidate as per SSC/10th standard" is "RamaKanth Pulasani"; "Gender" is "Male"; "Date Of Birth" is "10 May 1989"; "SSC/10th standard Hall Ticket Number" is "H103873873"; "SSC/10th Passed Month and Year of Pass" is "April 2003"; "Mobile Number (10 digits)" is "9857463728"; "Email Id" is "ramakanth@gmail.com"; "Qualifying Examination" is "Degree (B.A/B.Sc/B.Com/B.Ed/Others)"; "Number of Subject(s) Applying for" is "1"; "Fee Amount" is "Rs. 350 /-"; and "Enter Number displayed above" is "64034". A red oval highlights the "Register" button at the bottom right of the form.

Figure 2: Selecting Fee Payment Mode

**If the Fee payment mode selected is Credit /Debit Card follow the procedure given below:**

The web page to enter the candidate details will be enabled as shown in figure 2. Enter the candidate details such as Candidate Name, Date of Birth, SSC Hall Ticket Number (see SSC/10<sup>th</sup> Class Certificate), SSC month and year of Passing, Mobile Number, Email ID, Qualifying Examination and number of subjects applying for etc.

**The same web page will be displayed for Net Banking fee payment mode.**

**If Fee Payment mode selected is AP Online follow the procedure given below:**

The web page to enter the Registration ID and Password will be displayed.

Enter the Registration ID and password received on your mobile and Email ID to login for filling online application form.

The candidate can also get access to online application form by entering the Registration ID and Password on the OUCET-2014 home page.



Figure 3: Web page for AP Online Mode

### Step 3: Registration Confirmation

Once You Click on “[Register](#)” Button, Registration Confirmation Page appears as shown in figure 4. Check your details in the page.

For any details to be Edited/Changed then click on “[Edit](#)” button to your details.

Once the details are edited a new page as shown in figure 5 with updated data will appear. Click on “[Update](#)” button.

### REGISTRATION CONFIRMATION

Name Of the Candidate : **RamaKanth Pulasani**

Gender : **Male**

Date of birth : **10/5/1989**

SSC/10th standard Hall Ticket Number : **H103873873**

SSC/10th standard Month and Year of Pass : **4-2003**

Mobile Number : **9857463728**

Email id : **ramakanth@gmail.com**

Qualifying Examination : **Degree (B.A/B.Sc/B.Com/B.Ed/Others)**

Number Of Subjects Applying : **1**

Amount : **5**

Edit
Pay Now

Figure 4: Registration Confirmation page

## OUCET-2014

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1. Registration and Payment
2. Apply for Examinations

Select the Fee Payment Mode

☒ Credit / Debit card
☒ **APCOnline**
☐ Net banking

#### Registration Form

Name of the Candidate as per SSC/10th standard \*

Gender \* ☒ Male ☐ Female

Date Of Birth \*

SSC/10th standard Hall Ticket Number \*

SSC/10th Passed Month and Year of Pass \*

Mobile Number (10 digits) \*

Email Id \*

Qualifying Examination \* ☐ Intermediate (10+2) / Equivalent  
☒ Degree (B.A/B.Sc/B.Com/B.Ed/Others)

Number of Subject(s) Applying for \*  [View Subjects](#)

Fee Amount Rs. 5 /-

Enter Number displayed above \*

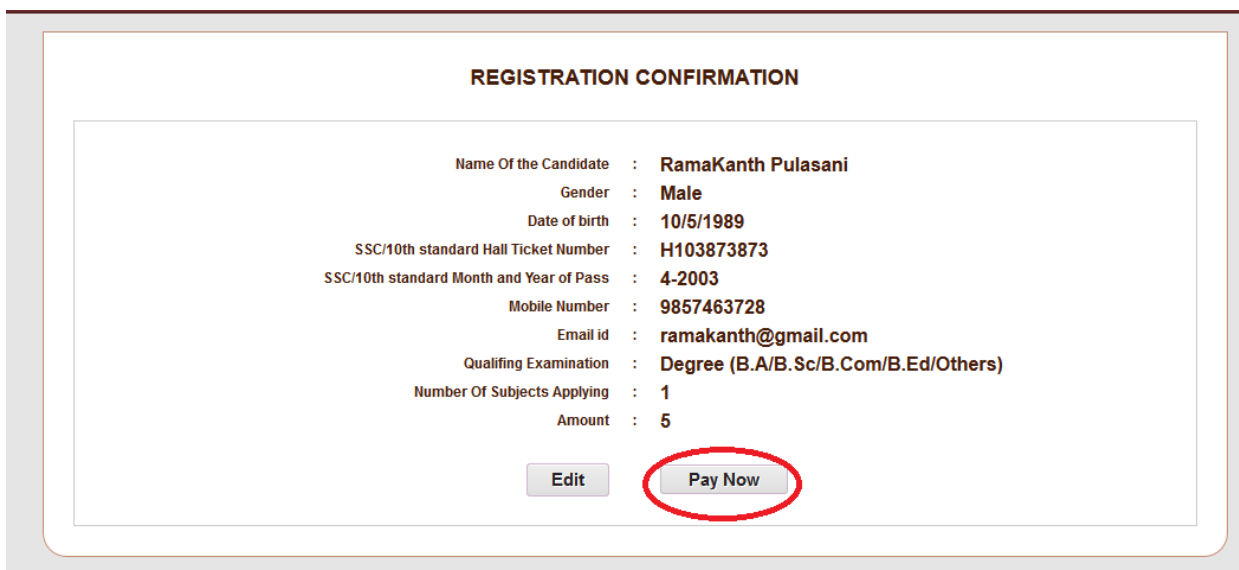
Update

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Figure 5: Registration form Update Page

Once again check for the updated data in the Registration confirmation page and Click on “Pay Now” button as in the page shown in figure 6.

A screenshot of a web page titled "REGISTRATION CONFIRMATION". It displays a list of candidate details in a key-value format. At the bottom, there are two buttons: "Edit" and "Pay Now". The "Pay Now" button is circled in red. The details shown are: Name Of the Candidate : RamaKanth Pulasani, Gender : Male, Date of birth : 10/5/1989, SSC/10th standard Hall Ticket Number : H103873873, SSC/10th standard Month and Year of Pass : 4-2003, Mobile Number : 9857463728, Email id : ramakanth@gmail.com, Qualifying Examination : Degree (B.A/B.Sc/B.Com/B.Ed/Others), Number Of Subjects Applying : 1, and Amount : 5.

REGISTRATION CONFIRMATION	
Name Of the Candidate	: RamaKanth Pulasani
Gender	: Male
Date of birth	: 10/5/1989
SSC/10th standard Hall Ticket Number	: H103873873
SSC/10th standard Month and Year of Pass	: 4-2003
Mobile Number	: 9857463728
Email id	: ramakanth@gmail.com
Qualifying Examination	: Degree (B.A/B.Sc/B.Com/B.Ed/Others)
Number Of Subjects Applying	: 1
Amount	: 5
<div><input type="button" value="Edit"/> <input type="button" value="Pay Now"/></div>	

Figure 6. Registration Confirmation page

## Step 4: Online Payment

If the selected payment mode is through the **DEBIT / CREDIT CARD** the control will be navigated to the PAYMENT GATEWAY, for payment purpose. Once the payment is completed, the candidate will be automatically redirected to the [www.ouadmissions.com](http://www.ouadmissions.com) page to complete the Online Application Form with the required details.

**(NOTE: During the Payment process, DO NOT click on Back / Refresh buttons or DO NOT close the Browser page abruptly.)**

The following pages will be displayed during the Registration Fee Payment through Debit / Credit card and proceed to the **ONLINE APPLICATION FORM**.

### **Payment Through Credit Card / Debit Card page:**

Be ready with the **Card related details (Card number, Expiry date / From date, Security Code / CVV number etc).**

Select the appropriate Credit/Debit Card types i.e either VISA or MASTERCARD or MESTRO shown in figure 7.

A new page to enter card details will be displayed as shown in figure 8. Enter the **Card related details such as Card number, Expiry date / From date, Security Code / CVV number etc.**

Click the button **PAY NOW** shown as encircled in figure 8.

The control will take you to the **BANK page** (eg: AXIS BANK). Provide the required details to complete the payment process.



Figure 7: Credit/ Debit Card Types

Figure 8: Credit/ Debit Card details entry page

(a)

(b)



Clicking on Generate OTP will send a One Time Password to your registered Mobile Number and Email id(s). Please use this password to continue with the transaction.

**Merchant Name: Osmania University**

**Date: Apr 04, 2014**

**Total Charge: Rs 3.50**

**Card Number: XXXX XXXX XXXX 7323**

**In case multiple OTP is generated, use the latest OTP**

**Successfully sent the One Time Password to your Registered Mobile Number.**

**One Time Password:**

**Submit**

**Cancel**

**Not Received OTP?**

**Re-Generate OTP**

**Note :** Clicking on Re-Generate OTP will invalidate the previous OTP.

**This page will automatically timeout after 180 seconds.**

(c)

Figure 9: Secured pages (a), (b) and (c) displayed during Credit/Debit card transaction.

The confirmation of successful payment of Registration Fee with the “**Transaction successful**” message as shown in figure 10. Click On the link “**click here**” and you will be navigated to the next page in **Step 8**.

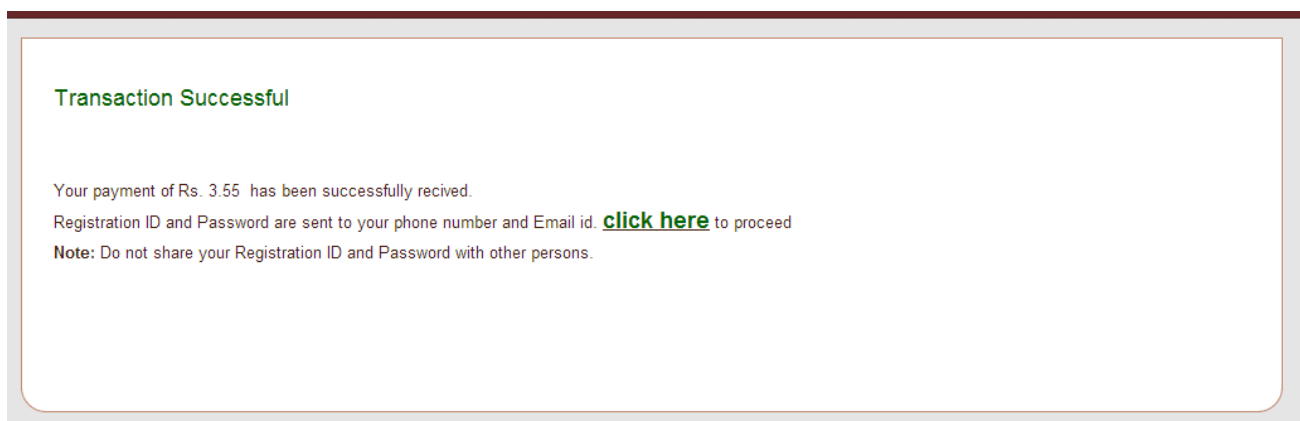


Figure 10. Transaction successful message page



## Step 5: Filling Online Application Form

- (i) Once the payment is successfully completed a **Registration ID and Password** is sent to your Mobile number and Email ID. The security of **Registration ID and Password** is the sole responsibility of the candidate. The **Registration ID and Password** should be kept secured and should not be shared with other persons.
- (ii) Using this **Registration ID and Password** to login page as shown in figure 11 and get access to fill the online application form.




Figure 11. Login page to enter registration ID and Password

- (iii) A check list page appears after entering the **Registration ID and Password**.
- (iv) Click “**Continue**” once you are ready with the check list items (i.e Scanned photograph and Scanned Signature) otherwise click “**Submit Later**”




Figure 12: Check list to fill online application form

- (v) After Clicking **Continue** the **ONLINE APPLICATION FORMS** is displayed as shown in figure 13



## OUCET-2014

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Welcome, shakthi Anoop

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1. Registration and Payment
2. Apply for Examinations

### ONLINE APPLICATION FORM

(Please read instructions carefully before filling up the form. Candidates themselves will be responsible for all errors / omissions / eligibility)

#### Course & Subject Details

Subjects Select

List of Subject(s) Applying

#### Upload Details

No file selected.

Colored Photograph with JPEG/JPG format and size must be less than 40KB

Note: The Photograph uploaded will be used for college and hostel Id cards, Scholarships and Examinations

No file selected.

Signature with JPEG/JPG format and size must be less than 30KB

#### Category

- ☐ SC
- ☐ ST
- ☐ BC-A
- ☐ BC-B
- ☐ BC-C
- ☐ BC-D
- ☐ BC-E
- ☐ Gen

#### Special Category

- ☐ NCC
- ☐ NSS
- ☐ Sports
- ☐ PH
- ☐ CAP
- ☐ Teacher
- ☐ Lab Assistant

#### Candidate Details

NAME OF THE CANDIDATE shakthi Anoop

FATHER'S NAME

MOTHER'S NAME

Gender Male

Date Of Birth 12/5/1989

SSC Hall Ticket Number 54564654

Mobile Number 9573935554

#### Local Area Status

- ☐ Local
- ☐ Non-Local
- ☐ Others

#### Nationality

- ☐ Indian
- ☐ Others

#### Address for Communication

House No. / C/o

Street / Locality / Village

Mandal / Town / City

District

Pin Code

Alternate Phone Number

#### Permanent Address

☐ Same as Communication Address

#### Minority Status, if require

- ☐ Muslim
- ☐ christian
- ☐ Sikh
- ☐ Zorastrian
- ☐ Linguistic
- ☐ Others

#### Qualifying Details

Degree Select

Name of University / Board

Year of passing

Percentage  Example: 89.24 ☐ If results are awaited

#### Particulars of study pertaining to consecutive seven (7) years ending with qualifying examination.

S.No	Course/Class	Year of study	School / Board / University	Place
1	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>
2	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>
3	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>
4	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>
5	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>
6	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>
7	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span>

☐ I hereby solemnly affirm that the above information is correct and I am aware that my admission is liable to be cancelled at any time in case any information is found to be incorrect. I have gone through and understood the Rules, Regulations and Instructions of the Entrance Test and Admission procedure.

**Note:** Changes are not allowed once application Submitted. So, Please verify once before submitting

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Figure 13: Online Application form

In the Online Application form the first field is Course & Subject Details. In case you are applying for Arts and Social Sciences. Select the option Arts and Social Sciences as shown in figure 14.

**ONLINE APPLICATION FORM**  
(Please read instructions carefully before filling up the form. Candidates themselves will be responsible for all errors / omissions / eligibility)

**1. Course & Subject Details**

Subjects: Select (dropdown menu open showing: Select, Arts and Social Sciences, Commerce, Education, Science, P.G. DIPLOMA COURSES)

List of Subject(s) Applying:

Figure 14. Courses and Subject Details

- (vi) From the eligible tests that are displayed, select the tests you are intending to appear by selecting the check box provided against each test and click **ADD** Button. Ensure to select the appropriate number of tests for which the fee has been paid.

**ONLINE APPLICATION FORM**  
(Please read instructions carefully before filling up the form. Candidates themselves will be responsible for all errors / omissions / eligibility)

**1. Course & Subject Details**

Subjects: Education (dropdown menu)

☒ M.Ed. ☐ M.P.Ed.

**ADD** (button)

List of Subject(s) Applying:

Figure 15: Subject (s) selection

- (vii) Uploading of Photograph and Signature

**Upload the photograph:**

Click button **“Choose file”** to upload the photograph file. The photograph file should be in the .jpg or jpeg file format and the **size should be less than 40 KB**.

**Upload the Signature:**

To upload the **Signature** Press the button **“Choose file”** and ensure that the Signature’s file format should be .jpg or jpeg format and **the size has to be less than 30 KB**.

For example, **photo** and **signature** can be uploaded by clicking on the encircled buttons of **“Choose file”** and **“Upload file”** as shown in figure 16.

Figure 16: Uploading Photograph and Signature Details

**(viii) Candidate Details:**

Candidate details like Candidate's name, Gender, Date of Birth, SSC Hallticket Number and Mobile number are **FROZEN**.

Whereas, candidate can select the Category and Special Category options given.

Select the appropriate options for "Seeking admission under special category", "Local Area Status", "Nationality" and "Minority".

**(ix) Address for Correspondence:**

Provide the **House No. or C/o.; Street / Locality/Village; Mandal / Town / City; District; State, Pin Code; Telephone Number (Alternate Mobile Number)** in the fields shown in figure 17.

Also, select the **Minority status** if any otherwise select **Not Applicable**.

8. Address for Communication		9. Permanent Address	10. Minority Status
		<input checked="" type="checkbox"/> Same as Communication Address	
House No. / C/o *	H.No 10-115/45, Plot No-345	H.No 10-115/45, Plot No-345	<input checked="" type="radio"/> Not Applicable
Street / Locality /Village *	St N0-9, RdNo-1, ABD Colony, Narayang	St N0-9, RdNo-1, ABD Colony, Narayang	<input type="radio"/> Muslim
Mandal / Town / City *	Hyderabad	Hyderabad	<input type="radio"/> christian
District *	Hyderabad	Hyderabad	<input type="radio"/> Sikh
Pin Code	594858	594858	<input type="radio"/> Zoroastrian
Alternate Phone Number	9857674656	9857674656	<input type="radio"/> Linguistic
			<input type="radio"/> Others

Figure 17. Address for Communication and Minority Status

- (x) Enter the qualification details of the candidate in the fields shown in figure 18.

**11. Qualifying Details**

Degree \*

Name of University / Board \*

Year of passing \*

Percentage \*  Example: 89.24 ☐ If results are awaited

Figure 18. Qualification Details

- (xi) Enter Particulars of study of previous years as shown in figure 19.
- (xii) After furnishing **ALL** the required data and correct particulars, **verify thoroughly** the details and **go through** the **Declaration** at the end of the page. Select the check box encircled against – “**I accept the Terms & Conditions**” if you are done with Online Application Form filling. Then, press the **Save & Continue** button to proceed to the next page.
- (xiii) If all the details are not properly furnished, you cannot proceed further by clicking to **Save & Continue** button. The software will prompt for the necessary information. Provide the necessary information and then Click **Save & Continue** button.

**12. Particulars of study pertaining to consecutive seven (7) years ending with qualifying examination.**

S.No	Course/Class	Year of study	School / Board / University	Place
1	<input type="text" value="B.Ed"/>	<input type="text" value="2004"/>	<input type="text" value="OU"/>	<input type="text" value="Hyderabad"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ I hereby solemnly affirm that the above information is correct and i am aware that my admission is liable to be cancelled at any time in case any information is found to be incorrect. I have gone through and understood the [Rules, Regulations and Instructions](#) of the Entrance Test and Admission procedure.

Note: Changes are not allowed once application Submitted. So, Please verify once before submitting

**Save & Continue**

Figure 19. Particulars of previous years Study

(xiv) Successful submission of Online Application Form

After the Online Application Form is completed and submitted, Following Screen appears

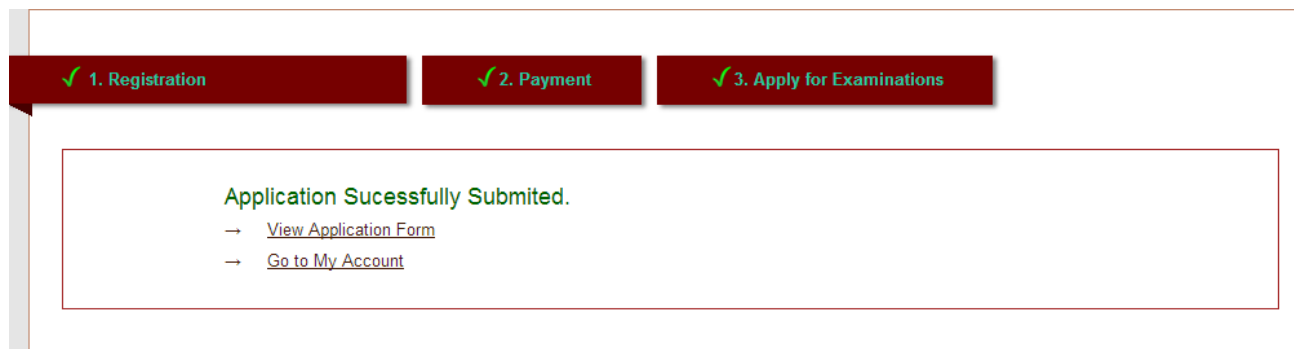


Figure 20: Successful Submission page

(xv) The application form can be viewed by clicking **View Application Form**.

(xvi) In **My Account** one can view the **Application Form**, **Applied subjects list**, **Change Password**, **Download Hall Ticket**, **Download Rank Card** and any other documents pertaining to the candidate.

(xvii) For posting any Queries click the **Help Desk**

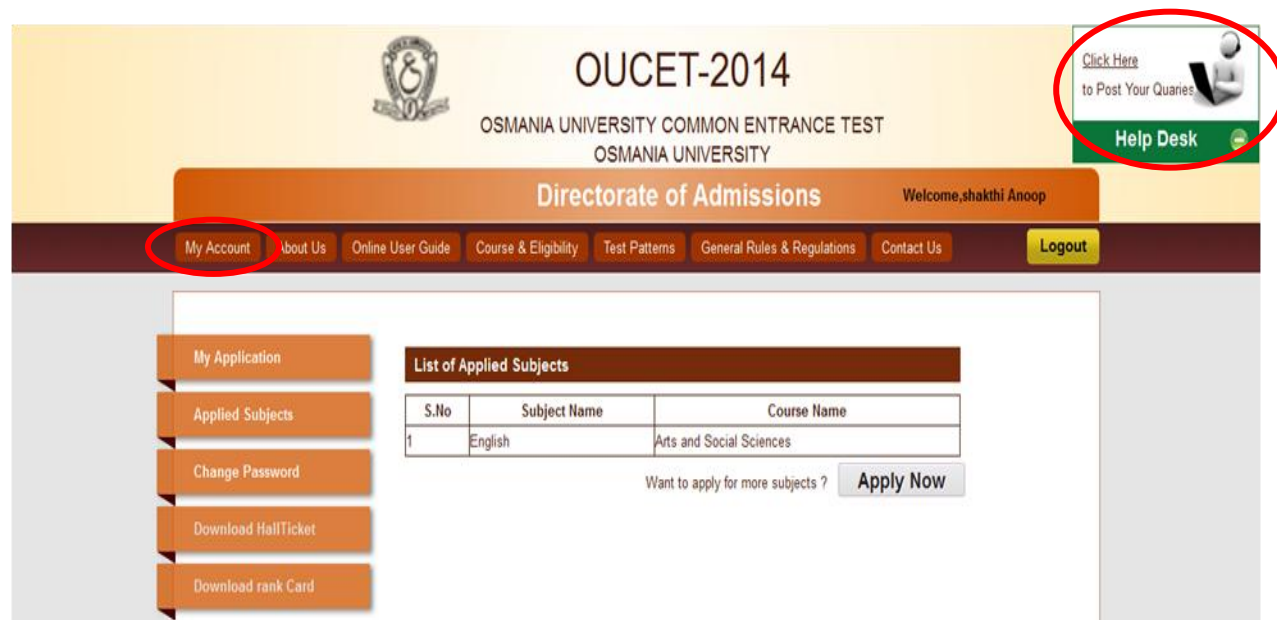


Figure 21: My Account page